

## MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

28 June 2004

**PRESENT:** Cynthia A. Herman, Chairman  
Gary L. Daniels, Vice Chairman  
Noreen A. O'Connell, Member  
Leonard D. Mannino, Member  
Lawrence D. Pickett, Member  
Katherine E.L. Chambers, Town Administrator  
Darlene J. Bouffard, Recording Secretary

**1. CALL TO ORDER:** Chairman Herman called the meeting to order at 5:00 p.m.

**2. MINUTES:** The minutes of the June 14, 2004 meeting were presented to Chairman Herman for review. Vice Chairman Daniels moved to approve the minutes. Selectman O'Connell seconded for discussion. Changes were requested as follows: Page 5 change to "Oriani-Muller" and "Chairman Therese Oriani-Muller"; add Gil Archambault; Page 7, line 48 remove Len Mannino, Page 7, line 31 add " . . . in the pool area." Page 1, line 27 change to read "Selectman Mannino was on the subcommittee." Page 2, line 18 change to read "Chairman Herman indicated the fire alarm system would be brought up at the MACC Base meeting this week." Page 6, line 3, change "optimal" to "optional". Page 3, line 2 change "AG" to Attorney General" and change "public hearing" to "public forum." All were in favor of the motion.

The minutes of the June 18, 2004 meeting were presented to Chairman Herman for review. Vice Chairman Daniels moved to approve the minutes as presented. Selectman O'Connell seconded for discussion. All were in favor.

### 3. REPORTS OF BOARDS & SPECIAL COMMITTEES:

**-Alternate Fiscal Year Committee.** This committee has a meeting with the Board of Selectman on July 12.

**-Ambulance Billing Write-Off Committee.** There is nothing new to report.

**-Ambulance Study Committee.** A very thorough presentation was made by Eric Schelberg to the committee which reviewed the pros and cons of both scenarios. In the future, EMS Directors will visit with the committee to give input.

**-Board of Selectman Goals.** A list of items to be written for the newsletter was drafted and each Board member will be responsible for some of the articles as follows:

Water District - Selectman O'Connell would like entire letter (that was drafted) to be included  
Recycling - see if Celeste Barr can write something up  
Mail in registration - Chairman Herman  
Street lights - \_\_\_\_  
Footbridge update - \_\_\_\_  
MACC Base - \_\_\_\_  
Recreation Programs - Kevin Tyska  
BROX is for sale - \_\_\_\_  
Communications Tower - \_\_\_\_  
Police Station - \_\_\_\_  
Re-Evaluation of property - \_\_\_\_  
Volunteers - \_\_\_\_  
Osgood Pond - \_\_\_\_  
Storm water - \_\_\_\_  
Compost availability - \_\_\_\_  
Town Meeting Schedule - \_\_\_\_  
Budget status, 2005 - \_\_\_\_  
Growth Management - \_\_\_\_

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1  
2 **-Conservation Commission.** There is nothing new to report.

3  
4 **-DO-IT Committee.** There is nothing new to report.

5  
6 **-Facilities Committee.** There is nothing new to report.

7  
8 **-Fletcher Cap Committee.** The cap does not have to be used as a parking lot, according to Selectman O'Connell,  
9 but it does need to be capped. A meeting is scheduled for July 13.

10  
11 **-Government Study Committee.** There is nothing new to report.

12  
13 **-Heritage Commission.** The commission is getting an award together for the people who fixed up the Victorian  
14 house near Extra Mart.

15  
16 **-Impact Fee Committee.** School Board Chairman Peter Bragdon has provided information for the school impact  
17 fees.

18  
19 **-Joint Loss Management Committee.** There is nothing new to report.

20  
21 **-Library Trustees.** There is nothing new to report.

22  
23 **-MACC Base.** Lots of items are on hold since the MACC Director is on vacation this week. Chairman Herman will  
24 be out next week and the town-wide fire alarm system needs to be discussed with MACC Base. What is appropriate  
25 for MACC versus for the Fire Department needs to be discussed. The Fire Department has gone to businesses to see  
26 if there is interest in the new system.

27  
28 **-Manifest.** There is nothing new to report.

29  
30 **-MIDC.** A meeting is scheduled for July 7 at 7:30 a.m.

31  
32 **-NH School Health Care.** There is nothing new to report.

33  
34 **-NRPC.** There is nothing new to report.

35  
36 **-PEG Access Committee.** John Leslie came to see Town Administrator Chambers today and requested \$20,000 to  
37 upgrade the air conditioning at the ATC in order to operate the television studio equipment. The "E" portion of PEG  
38 cannot be done at all without air conditioning, and that is their first priority. The total cost of the air conditioning  
39 project is \$40,000. The school has \$20,000 to contribute to the project and the committee would like Board of Se-  
40 lectman's permission to obtain the other \$20,000 from what was provided in contract negotiations with Adelphia.  
41 The committee also got additional equipment donated. Nothing can be done without the air conditioning. Chairman  
42 Herman was told Mr. Leslie would like to have the Board of Selectman kick in half of \$35,000. Vice Chairman  
43 Daniels would first like to see the PEG Access Committee report and recommendations before releasing any funds.  
44 The studio is functioning now. Selectman Pickett asked when the committee is trying to get the air conditioning in-  
45 stalled. Chairman Herman indicated they hope to get it done during this summer. Town Administrator Chambers  
46 said they are closing out their year and are hoping to get the \$20,000 approved by June 30 in order to close out the  
47 year. That doesn't leave a lot of time, said Vice Chairman Daniels, but maybe the funds can only be held for a cer-  
48 tain amount of time. Selectman Mannino agreed with Vice Chairman Daniels' suggestion of looking at the report  
49 prior to any decision. Selectman Pickett asked if the School Board has been approached about this. Vice Chairman  
50 Daniels said they have not. Selectman Pickett would like to have input from the School Board on this. No further  
51 action was taken..

52  
53 **-Personnel Committee.** There is nothing new to report.

54  
55 **-Planning Board.** There is nothing new to report.

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1 **-Police Station Building Committee.** Town Administrator Chambers indicated that a decision has been made in  
2 selecting the architect for the police station and some Committee members were in attendance to request Board of  
3 Selectman approval in order to move forward. Joe Stella, Chairman of the Committee, explained that the Committee  
4 had a unanimous first round vote to recommend the architect for the new police station. The selection process began  
5 with 13 architects, which were brought down to four, then two were eliminated. After a week, the Committee met  
6 again and voted unanimously on one architect. The Committee recommendation is to select Goudreau & Associates  
7 to build the new police station. Joe Stella has invited Goudreau & Associates to the Committee's meeting on Thurs-  
8 day, if any Board members would like to attend. This organization is out of Chester, NH. Selectman Pickett asked if  
9 this firm has any projects nearby. Joe Stella said they do, but he could not remember the specifics. They will be  
10 working in conjunction with Kaestle Boos Associates, Inc., which is a big firm from Connecticut specializing in  
11 police facilities. Goudreau & Associates fit the project to the Town more than any of the other firms. This firm has  
12 also worked with a lot of granite. Vice Chairman Daniels moved to accept the Police Station Building Committee  
13 recommendation of Goudreau & Associates as the project architect. Selectman O'Connell seconded. All were in  
14 favor.

15  
16 **-Recreation Commission.** The July 4th activities are moving forward; events start at 5 p.m. Selectman Pickett  
17 asked about the concession stand which is waiting to have the floor sealed. Town Administrator Chambers said as  
18 long as the food is packaged it is okay to sell from the concession stand. There are very restricted keys to the pool  
19 house, so a key will need to be given to the person taking care of concessions and then be returned. Selectman  
20 Pickett noted that the swim team was going to let the Town use their refrigerator and freezer, but they both seem to  
21 be missing and it is believed they were thrown away. Town Administrator Chambers was told that there will be a  
22 refrigerator and freezer donated to the Town for the concession stand at a later date. Chairman Herman asked if the  
23 swim team will be able to use them. Town Administrator Chambers answered that the swim team is part of the town  
24 programs, but they used to operate separately. Chairman Herman responded that the swim team is being brought  
25 "back into the fold."

26  
27 **-Recycling Committee.** There is a meeting July 7.

28  
29 **-Regional Water District.** The district has said that it will reimburse any town who has put in money to create the  
30 charter. Chairman Herman does not believe that is based on the Town becoming a member. The Regional Water  
31 District will not have any money until they can float bonds. The Regional Water District has been formed. Every-  
32 thing Nashua wants to do is still in motion, but that could be about a two year process.

33  
34 **-School Board.** The insurance company is paying \$186,479 for the demolition of Garden Street School, which does  
35 not include the asbestos removal which will be about \$35,000 but it does include selective demolition to keep some  
36 granite. There is some question about what they will demolish; will they take out the foundation? There is talk  
37 about making a basement for storage but there are some safety concerns. Since the insurance company is reimburs-  
38 ing the school for the demolition of the Garden Street School, the building committee is looking at the demolition  
39 funds appropriated for Garden Street as a possible contingency for cost overruns.

40  
41 **-Solid Waste Committee.** Still trying to get this and the recycling committee together.

42  
43 **-Volunteer Program.** There is nothing new to report.

44  
45 **-Water/Sewer District Committee.** This committee is making a list of questions to ask existing village water sewer  
46 districts and is also seeking new members.

47  
48 **-Zoning Board.** There is nothing new to report.

49  
50 There were no other reports for this evening.

### 51 52 53 4. APPOINTMENTS:

54  
55 **5:00 p.m. - Bill Ruoff Continuation of DPW Reorganization.** Bill Ruoff asked if there were any questions from  
56 Board of Selectman members regarding the proposed DPW reorganization. Chairman Herman indicated this is  
57 down to salaries and grade levels, unless there are questions regarding the job descriptions. Selectman O'Connell

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1 had e-mailed a few questions to everyone, including that she would like all job descriptions to include a "pleasant  
2 and courteous manner" when employees are dealing with people. All Town employees should be pleasant and cour-  
3 teous. Selectman Pickett questioned why the Highway Foreman grade level isn't proposed to be higher than the Su-  
4 perintendent of Cemeteries and Parks. Selectman Pickett would like the Highway Foreman to be at least at the same  
5 level as the Superintendent of Cemeteries and Parks because of the depth of services for the Highway Foreman posi-  
6 tion. Bill Ruoff agreed that the Highway Foreman appears to have more responsibilities, and could be a grade level  
7 higher than it is, but he would not agree that the Highway Foreman has more responsibilities than the Superintendent  
8 for Cemeteries and Parks. It may appear that way in the job description, but all the experience and responsibility for  
9 that (Superintendent) position has many unwritten requirements, including the responsibility for all the fields and the  
10 pool (administrative, budgets, working with vendors, proposals, equipment maintenance). Selectman O'Connell  
11 asked if additional wording should be added to the Superintendent of Cemeteries and Parks job description, and to  
12 also indicate that this position works in cooperation with the Recreation Commission. Bill Ruoff agreed that verbi-  
13 age should be added. The Superintendent of Cemeteries and Parks meets regularly with the Recreation Director and  
14 ensures that current and future needs are being met - a sentence will be added to make sure that continues to happen  
15 in the future. Chairman Herman suggested the Board finalize the grade levels for the positions. Selectman O'Con-  
16 nell recommended adding to the Highway Superintendent job description, a statement to provide input to the Plan-  
17 ning Board regarding how to end new streets (cul-de-sac, hammerhead, etc.). Bill Ruoff responded that it could be  
18 reviewed by the Highway Superintendent who would provide input to Bill Ruoff, but that Bill Ruoff should respond  
19 to the Planning Board.

20  
21 Selectman Pickett asked about the positions all being at the same grade level, and if that was intended? Bill Ruoff  
22 explained that the level is based on the department budget, responsibilities, number of people working under the em-  
23 ployee and there are other factors. When MRI did the report four years ago, one of the things that came out of it,  
24 was to develop job descriptions. Based on his ability and experience, Bill Ruoff feels the grade levels as proposed  
25 are the best route to go. Selectman Pickett asked about the WWTF Foreman job descriptions which seem to all have  
26 a two year post high school education requirement, but the Parks & Cemeteries Foreman does not have that require-  
27 ment, yet they get the same grade level - there should be a different level of salary given within the grade level based  
28 on those elements. Based on the discussions held months ago, Selectman O'Connell said Bill Ruoff has come in with  
29 these recommendations. Previously some of the Foreman were at higher levels. Bill Ruoff responded that the  
30 Highway and WWTF people are in different areas within DPW. The MRI study was done and the job descriptions  
31 were created a certain way based on that; he agrees with some of those grades but not others. Selectman Pickett feels  
32 the Foreman for Parks & Cemeteries should be lower than the Highway Foreman because the requirements are dif-  
33 ferent.

34  
35 Selectman Mannino moved to go into non-public session at 5:20 p.m. Selectman O'Connell seconded. All members  
36 were polled individually and assented to enter into non-public session. After discussion, it was agreed that Bill  
37 Ruoff and Town Administrator Chambers would get together to finalize some issues and meet again with the Board  
38 of Selectman at 5:30 p.m. on July 12, 2004. Selectman Mannino moved to come out of non-public session at 5:43  
39 p.m. Vice Chairman Daniels seconded. All were in favor.

40  
41 Selectman O'Connell asked Bill Ruoff about the street lights that were removed from Dearborn Street and what is the  
42 status of replacement lights. Bill Ruoff explained that there is a program being implemented to save energy and elec-  
43 trical money, however some lights have been tagged for removal in some areas of town. Mr. Ruoff thought that peo-  
44 ple would be notified by PSNH (who is doing the removal), but apparently that has not happened. Town Administra-  
45 tor Chambers noted that PSNH will limit the lights being taken out and the proposed removals would keep the old  
46 roads in line with the newer roads as far as number of lights. Chairman Herman suggested the Board become more  
47 involved in the process and let people know what is happening before it actually happens.

48  
49 **5:30 p.m. - Non-Public Session - Union Negotiations.** Town Administrator Chambers noted that union negotia-  
50 tions will be discussed at the end of tonight's meeting in non-public session but other union issues will be discussed  
51 at this non-public session. Upon motion made by Vice Chairman Daniels and seconded by Selectman Pickett, all  
52 members assented to enter into non-public session at 5:50 p.m. to discuss union issues. After discussion, a motion  
53 was made by Vice Chairman Daniels and seconded by Selectman Mannino to come out of non-public session at 6:25  
54 p.m. No announcements were made.

55  
56 **6:15 p.m. - Consideration of State Motor Vehicle Registration - MAPP & COMPASS.** Leen Int'Veld sent a  
57 memo to the Board of Selectman about MAPP & COMPASS on June 14, 2004 and asked if there were any ques-

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1 tions. Chairman Herman asked about the tie-in to Interware and suggested that the Town is the customer and either  
2 Interware will support the Town or not. If there are enough towns that want the product to exist, it will exist. Leen  
3 Int'Veld responded that if the Town gets the interface, there will be a cost to the Town. Chairman Herman is uncom-  
4 fortably with pushing for the State to come up with the interface. Right now the Town has mail-in registrations and  
5 face-to-face customers, this system will require double entry. Chairman Herman asked if this will be impossible.  
6 Peggy Langell said it will not be impossible; she talked with the two towns that have tried the system and said it is  
7 not too bad. Right now it is not bogging anyone down. Leen Int'Veld indicated it may be that 6 registrations come  
8 in to process on one day and the next day there may only be two registrations. As volume increases, the daily closing  
9 out will become a more difficult process. Selectman O'Connell asked if the mail-in registration is working. Peggy  
10 Langell responded it is working, but it takes a little while for the people to try a new system. Selectman O'Connell  
11 feels that the town will end up paying the bill because the State will end up doing all the data entry. Leen explained  
12 that the person enters the information on-line and the system will tell the person how much it costs, the payments are  
13 then processed by credit card. The Town will receive from the State a daily file with all the registrations in Town.  
14 Selectman O'Connell indicated someone must be transferring the information somewhere. Leen said no, the person  
15 registering enters their own information and it links to a file. If there is an error, however, it will have to be cor-  
16 rected after the fact. Right now, it is checked and corrected instantly. The correction will need to be taken care of  
17 several days later and will cause more work for the Town. Also, Peggy Langell noted, people will still think the  
18 Town is involved in this and may end up having to take a lot of phone calls regarding the system.

19  
20 Chairman Herman asked if Peggy and Leen are recommending not to use MAPP & COMPASS. Leen Int'Veld said  
21 the system is flawed because the clerks are taken out of the loop. Peggy Langell added that the Town does not have  
22 a choice, the system is coming and will be started in September. Ms. Langell feels like they are putting the cart be-  
23 fore the horse. Leen is feeling the Town should look into getting registrations on-line, and should push the State.  
24 The hesitation is that the Town could commit to the double entry system, but we don't know for how long we will  
25 have to do double entry. The State should have had the funding from day one to get this pulled together. Chairman  
26 Herman said the State responded to the questions raised by Milford, if there are more questions, we need to respond  
27 back. The follow up is that the State will amend an agreement regarding some of the language. This is rolling out  
28 and the towns that are using COMPASS are not complaining. How do we let people know that this will be avail-  
29 able? Leen said we need to keep an eye on what the pilot communities are doing. They have only had it a couple of  
30 weeks thus far. If the Town of Raymond can tell us they are having no problems and it is working fine, in a couple  
31 of months, we will take it with no objections. As a side note, Peggy added that the State charges an additional \$5.00  
32 per registration for this service. A lot of complaint calls will be coming in from customers. Chairman Herman asked  
33 what will make this more comfortable for the Town in order to make this service available for residents? Peggy  
34 Langell responded that by following the town of Raymond and seeing how it works for them then, wait a couple of  
35 months to see how it is going for them at that time. Peggy and Leen will monitor how the process works in Raymond  
36 and let the Board of Selectman know how it's going in a couple of months. Vice Chairman Daniels also added that  
37 other towns have had the same concerns as Milford and have not seen any of those concerns occur, but it has only  
38 been a short while.

39  
40 **6:30 p.m. - Tax Collector/Town Clerk Reorganization Discussion.** Peggy Langell passed out a memorandum to  
41 the Board of Selectman, regarding the proposed reorganization and her concerns. Chairman Herman asked if Peggy  
42 was involved in the process of the reorganization, to which Town Administrator Chambers explained that she put  
43 together the proposed reorganization with Ruth Bolduc and gave copies to Rose Evans and Peggy Langell to make  
44 any modifications. Chairman Herman asked for input from Peggy Langell who suggested that if the Tax Collector  
45 and Town Clerk are to be separated, they should be separated, but the proposed reorganization still shows some  
46 overlap and this reorganization seems rushed. From the Board of Selectman standpoint, Chairman Herman said this  
47 reorganization is not rushed and asked where the holes are in the reorganization. Peggy Langell suggested the two  
48 positions are still connected by having the Town Clerk still taking property tax payments. Town Administrator  
49 Chambers indicated that is for cross-training. It also leaves only two people in the Town Clerk's office, said Peggy,  
50 so if someone goes on vacation there is only one person left in that office. Chairman Herman understood that the  
51 cross-training will allow for people to fill in those duties during vacations. The people will still be providing service  
52 to the customers, but their supervisors may change. If the Town Clerk can still collect tax money, said Peggy, then  
53 the two positions are still connected. Ms. Langell feels if the Town is trying to separate the two positions, there  
54 should be two separate windows. Chairman Herman suggested that the customer service aspect will remain the same  
55 (at one window), but the monies collected on behalf of the Town Clerk would go to the Town Clerk, and those col-  
56 lected on behalf of the Tax Collector would go to the Tax Collector. Selectman O'Connell added that the person at  
57 the desk may or may not be the elected Town Clerk. The Town Clerk and Tax Collector are not necessarily the peo-



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ple at the desk collecting the money. For example, when Selectman O'Connell paid her taxes, Rob handled that as well as her dog license. Selectman O'Connell does not see why two separate desks would be needed.

Rose Evans indicated the offices will be split, to which Chairman Herman said just the supervisory roles will be split. Peggy Langell said that other towns have the Town Clerk totally separate from the Tax Collector and she does not see how this proposed reorganization change would separate the two positions. Barbara asked who would answer the phones. Town Administrator Chambers answered that the Town Clerk would answer the Town Clerk Line and Finance would answer the Tax Collector's line, and that at the counter it would not be any different than it is now, but what happens behind the scenes would change a little. The walk-in customer would not know there was any change. There are some things that can be split up behind the scenes and that will be addressed in job descriptions. For clarification, Selectman Pickett reiterated that the people who do the work for the customers will not change, just the Tax Collector would move to the Finance Office. Chairman Herman said the reorganization would eliminate one desk behind the counter, resulting in one position being dropped. Town Administrator Chambers also indicated that as far as responding to customers, the Deputy Town Clerk would go to the counter first. Selectman Pickett asked who answers tax questions now. Chairman Herman said Peggy Langell does that because she is the appointed official. Rose Evans' concern is that if the Deputy Tax Collector is out for a week, she feels she could not cover both of the positions at the same time. Selectman O'Connell said other than the supervision there would be very little change. Rose Evans requested that if this goes through that a lock box service with the bank definitely be implemented; Town Administrator Chambers responded that a lock box is part of the proposed reorganization.

Selectman Pickett asked if Peggy Langell had been in the process of the reorganization. Town Administrator Chambers said she spoke to Peggy in early March and it was fairly specific at that time. Selectman Pickett asked if the Board wants to re-visit it with Peggy in the loop, to which Town Administrator Chambers explained she and Peggy have spoken a lot about the reorganization.

Later in the meeting, the Board again discussed this reorganization plan. On a motion by Vice-Chairman Daniels and seconded by Selectman O'Connell the Board members, polled individually, voted to go into non-public session to discuss a personnel issue at 11:15 p.m. At 11:27 p.m., Vice-Chairman Daniels, seconded by Selectman O'Connell, voted to come out of non-public session. All were in favor. Selectman O'Connell voted to approve the reorganization proposal as presented. Selectman Pickett seconded. All were in favor.

**7:00 p.m. - 10:00 p.m. 2005 Default Consideration.** Rose Evans handed out the revised default budget worksheet based on the input from the last meeting. Chairman Herman reviewed the final numbers for MACC Base. Chairman Herman suggested the Board meet with the Wilton Board of Selectman to discuss the MACC Base situation. Selectman Mannino moved to arrange a meeting with the Wilton Board of Selectman to discuss MACC Base. Selectman O'Connell seconded. Chairman Herman asked if other Town representatives should be invited. Vice Chairman Daniels felt the invitation should be extended to the two other communities. All were in favor. It was felt by Board members that a meeting should be arranged during the week of July 12. Town Administrator Chambers will have Dawn Griska make arrangements and get back to the Board.

The revised 2005 default budget calculation was reviewed and discussed. Vice Chairman Daniels moved to accept the 2005 Default Budget Calculations of June 24, 2004. Selectman O'Connell seconded. All were in favor.

Vice Chairman Daniels moved to table the Wage and Benefit portion of the discussion. Selectman Mannino seconded. All were in favor.

The incremental increases for the default budgets were discussed. Vice Chairman Daniels suggested he would rather see level funding and have the Department Heads prioritize what is needed. Chairman Herman explained that is done anyway by each department. After some discussion, Vice Chairman Daniels moved to have all Department Heads come back with a non-salary budget that does not exceed 1.5% over the 2005 default budget. Selectman Pickett seconded. All were in favor. Town Administrator Chambers asked if the Board wants to see items above \$10,000. Chairman Herman wants to know about anything over \$10,000. Town Administrator Chambers asked if personnel requests should be included. Chairman Herman said yes. Rose Evans noted for the Board that currently the water/sewer departments do not pay indirect costs for the Town Administrator and Finance Director costs and that next year that should be considered. Rose Evans asked if water/sewer should also stay under the 1.5% increase. Chairman Herman said yes they should. Town Administrator Chambers said the Board does not get into the default budget for water/sewer but we could request them to meet the 1.5% increase based on their 2004 budgets.

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Later in the meeting, the Board decided on the following schedule:

- Department Head Budgets to be done by July 30
- Finance input to be complete by August 16
- Town Administrator review to be complete by August 31
- Budgets to Board of Selectmen and Budget Advisory Committee on September 1
- Board of Selectmen with Budget Advisory Committee members available, to meet with Department Heads in September

### 5. UNFINISHED BUSINESS:

**-Recommendations for Traffic Safety Concerns - Dearborn, Elm & Middle Streets.** Chairman Herman indicated that the Board needs to acknowledge its volunteers for this committee - it is a productive group. The following items have been identified by this committee with recommendations:

Elm Street Traffic. One issue of concern has been brought up regarding Elm Street traffic and pedestrian safety, specifically for the Milford Christian Academy. The Board of Selectman recommended that Town Administrator Chambers send a letter to the Milford Christian Academy in response to items 1,2 and 3 of the suggestions from the Traffic Safety Committee. Item 4 of the recommendations is for the relocation of the pedestrian crossing signs which the Board requested Town Administrator Chambers to have DPW do. The last recommendation (number 5) regarding the placement of the crosswalk dummy needs to be further investigated by Town Administrator Chambers prior to any decision. Selectman Mannino moved to table item 5 of the recommendation. Selectman Pickett seconded. All were in favor.

Elm Street - West (restrict parking). Selectman Mannino understands that one company brought this issue up and he asked how it may affect other businesses on that road? Vice Chairman Daniels asked how this might affect the Drive-In traffic that backs up two hours before showtime. Selectman O'Connell indicated when a nearby company came to the Planning Board, they assured the Board that certain things would not happen and they are doing what they said they would not do. The landscaping gets driven over all the time. Vice Chairman Daniels moved to table this item until the Board is in receipt of more information. Selectman Pickett seconded. All were in favor.

Neighborhood Watch (Dearborn Street). Selectman Mannino would like to make sure that because it is an old street that the proposed speed limit meets the requirement to be consistent throughout town. Selectman O'Connell moved to asked that of the committee. Vice Chairman Daniels seconded. All were in favor.

Middle Street/Putnam Street Intersection. Vice Chairman Daniels moved to approve the modification to the four western most parking spaces on the north side of Middle Street for compact vehicles only for safety purposes. Selectman O'Connell seconded. All were in favor.

**-Nashua Street Traffic Study.** Awaiting Traffic Safety Committee recommendations.

**-Consideration of Discretionary Preservation Easement Application.** The Heritage Commission is doing research on this because it may have been the Harriet Wilson house. Karen Legault, the owner, has requested additional time to prepare a document for presentation to the Board. All Board members concurred with the extension request. Town Administrator Chambers will call Ms. Legault to let her know she has additional time.

**-Lease Agreement with US Cellular Discussion.** Town Administrator Chambers spoke with Ken Kozyra of US Cellular who told her US Cellular is reviewing the information she sent. They are stuck on the cost of the structural engineer. Town Administrator Chambers has a call in to the company. The cost is \$14,000 and US Cellular is hung up on about half of that amount. Another company, SFC Engineering Partnership, bid \$12,000 and is willing to negotiate. If the Town goes with Clough Harbor or SFC at the lower cost, would the Board of Selectman allow Town Administrator Chambers the change? Chairman Herman would like to see what the difference is first. Selectman Pickett asked why we went with the higher price. Town Administrator Chambers stated that the higher priced com-

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pany had the best proposal; she and Kevin Lynch made the recommendation to the Board. The Town has worked with Clough & Harbor before and the price difference was not that big. The Board would like further information.

**-Fire Alarm System.** This will be on the next Board of Selectman's agenda. Selectman Pickett asked if there is interest from MACC Base. Chairman Herman said anything they can do to raise income is fine. Selectman Pickett felt there was not too much resistance from MACC Base when discussing this system. Vice Chairman Daniels moved to put this on the meeting of July 26. Selectman Pickett seconded. All were in favor.

**-Discussion of Telephone Pole Licenses.** Town Administrator Chambers will bring in a proposal for a new system once she gets in touch with Mary Feeney and Carl Somero.

**-Colonial Hills Baptist Church Request for Tax Abatement.** This is awaiting input from the Assessor who has been on vacation. Vice Chairman Daniels moved to table. Selectman O'Connell seconded. All were in favor.

**-Discussion of Board Policy on Responding to Legislative Proposals at the State Level.** Chairman Herman wanted this on the agenda again, because the lobbying has not stopped and will continue, so the Board of Selectman needs to give language to Ruth Bolduc to change into "employee manual" language for Board of Selectman review.

**-Proposed Draft Amendments to Town Wrecker Rotation Policy.** Chairman Herman spoke to Paul Bagley at MACC Base who indicated that the system in place now works for them. The position of MACC Base is that whatever is decided by the Town is fine, all the communities they serve have different processes. As long as the Town continues to provide the call list, MACC Base will continue to call in the right order. Vice Chairman Daniels noted that the two Milford towing companies are the fastest to respond and perhaps the Board should cut the response time to 15 minutes. The other issue, said Chairman Herman, is the tow companies that have pagers instead of live people answering the phone. The pagers delay the process and the companies with live operators respond faster. Vice Chairman Daniels thinks the policy needs to be re-worded to not allow pagers.

**-Status of Osgood Pond.** This has been moved for review to the Atlantic Division Headquarters of the Army Corps of Engineers. Once that comes through it will be ready for the design phase, but there is no money for design and construction right now.

**-Non-Public Session - Negotiations.** Upon motion made by Vice Chairman Daniels and seconded by Selectman Mannino, all members assented to enter into non-public session at 11:32 p.m. to discuss the negotiations. After discussion, a motion was made by Selectman Mannino and seconded by Vice Chairman Daniels to come out of non-public session at 12:24 p.m. No announcements were made.

### 6.NEW BUSINESS.

**-Presentation of Volunteer Program.** Ruth Bolduc provided information to the Board regarding the Town volunteer program and requirements of the program. Chairman Herman believes a volunteer is needed to draft a job description for volunteers. Chairman Herman would like to have Ruth Bolduc draft something to start with and spend time with a volunteer to get it in place. Whatever tasks will be accomplished by volunteers need to be defined in a job description and guided by volunteer policies and procedures. Vice Chairman Daniels indicated that it is getting too complicated to have a job description for every volunteer the Town will have. Selectman Pickett suggested that this requirement for a volunteer program maybe because volunteers do not pay insurance, but they can collect it if something happens. Vice Chairman Daniels hopes that the job description can be written in some sort of categorical manner so that there are not a hundred of them to be reviewed. Town Administrator Chambers feels the policies and procedures are more important than the job descriptions to begin. If orientation training is done and someone is overseeing the volunteers and making sure the Town is taking those steps, we are going in the right direction. Chairman Herman added that the Town is requesting volunteers, so this program needs to be in place.

**-Board of Selectman Newsletter Discussion.** See Reports of Boards, Commissions & Committees.

**-Sunday Public Forum Meetings Discussion.** Selectman Pickett has thought a lot about the need for discussions outside of the regular Board of Selectman public meetings held every other week; something more informal without an agenda. Vice Chairman Daniels suggested setting up a table at the Recycling Center for some conversations with



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people, instead having it on Sundays when a lot of people attend church. It could also be done at the July 4th activities. Vice Chairman Daniels thinks going to the people would work better than holding a meeting. Selectman O'Connell said in the past the Board members would go to different breakfast eateries to see the public. Selectman Pickett just feels that there can be another session that is informal that the public can attend if there is interest. This is just a thought. Chairman Herman asked if the Board needs a reason to meet. Town Administrator Chambers said a reason is not necessary but it does need to be posted. No further action was taken.

**-Request for Release of Securities - 1-16 Lee An Drive.** Bill Parker has requested the partial release of securities in the amount of \$33,500 for Lee An Drive. Selectman O'Connell moved to release \$33,500 for Lee An Drive. Vice Chairman Daniels seconded. All were in favor.

**-South Street Widening Discussion.** The South Street widening project is gaining momentum and Bill Parker is requesting that the project be added to the CIP. Selectman Pickett asked if this needs to be done this year or next year. Selectman O'Connell said it does not need to be done this year and that Jessica Hejzmanek of DO-IT has looked into the CDBG grants for the building. Howard Bradler (the new owner) is willing to have low income apartments upstairs which may qualify the Town for the CDBG grant. Vice Chairman Daniels asked if this project can be added to the CIP. Town Administrator Chambers does not know how they will get any better numbers than what was available, nothing more definite can be established. Selectman O'Connell indicated that the new building owner is amenable to making changes and the Town should move forward since there is someone who is interested in doing something. Vice Chairman Daniels asked how it will affect the other businesses on South Street. Selectman O'Connell said it will only affect them during construction but it will allow more and better parking in the end. Vice Chairman Daniels said that any kind of renovation near a business has an enormous affect on the business. The Board needs to give those business owners a head-up before anything is done. Town Administrator Chambers questioned the availability of a Department Head to spearhead this project; Bill Ruoff and Bill Parker would really be the only people that could do it, but the Town needs them in other areas at this time. Selectman O'Connell agreed. A Department Head needs to put in the CIP proposal, said Town Administrator Chambers. Selectman O'Connell said that Bill Parker has jumped right in, but Town Administrator Chambers does not want him to do it at the present time because of other commitments. The CIP requests need to be in for July 8. Selectman O'Connell does not feel it is that far along. No further action was taken.

**-Request to Erect a Banner at the Keyes Field Entrance for the Rotary Swim Meet.** The Milford Rotary has requested permission to erect a banner on the fence surrounding the Fletcher Site adjacent to the entrance of Keyes Field for the Milford Rotary Swim Meet being held on July 16 and 17, 2004. The EPA has given its permission. Selectman O'Connell moved to approve the request. Vice Chairman Daniels seconded. All were in favor.

### 7. ITEMS NOT ON THE AGENDA.

**-Street Lights.** Town Administrator Chambers explained that in 2003 the Town passed a Warrant Article to install more cost effective, energy efficient street lights and to get rid of lights with mercury content. It has taken a long time to get the plan in place because every light needed to be evaluated by Town staff. The evaluation was finally completed this spring and recommendations were made to the staff who evaluated the lights regarding what lights should be changed and what lights should be removed. The information was discussed by DPW, Police, and Town Administrator Chambers who accepted the plan and the plan was then forwarded to PSNH for implementation. A public relations campaign was to be done by PSNH, but Town Administrator Chambers is not sure that has happened. Town Administrator Chambers understands that the program in the north part of Milford has started. Some streets have had all the lights removed. When power was cheap many years ago, lots of lights were put in. Now, street lighting is expensive, so the Town does not put them on residential streets, only at intersections. Light replacement on many of the older streets has been started. PSNH has been taking lights down, but they do not have lights yet to replace them. If a light is taken down, Town Administrator Chambers requested that the neighbors try it out for awhile and then evaluate if the light should be replaced.

Margaret McGettigan, Dearborn Street, said that is ridiculous. All four lights on her street were taken. How did it come about to take the lights away - what was the criteria? Town Administrator Chambers said she will take the questions tonight and find out the answers. Margaret McGettigan would like the Board of Selectman to come to Dearborn Street tonight at 9 p.m. to see if it is safe. Chairman Herman indicated that the Board of Selectman was not made aware that the lights were to be removed completely. The Board of Selectman were never told that, so the

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Board is equally surprised and concerned. The new lights to be put back in are not available yet. The Board is very clearly aware of the timing of this and the Board needs to know what the concerns are, if the residents want the lights back, it needs to be in writing which will become part of the process to get lights back. Chairman Herman apologized to the residents. Chuck Worcester, Summer Street, said if something is to be removed, the Town needs to give the public a chance to state their views. People purchase homes in certain areas of Town because of security. When the lights are taken out, it is not as safe and he urged the Town to put the lights back in. When the survey was done, there were no leaves on the trees; now there is foliage which blocks out any light so there is a minimum of light and the street is in total darkness. It is not safe - you cannot see. Mr. Worcester does not understand who did the survey or who gave the command, but he feels it started here. The houses are bought with certain amenities and if the amenities are removed, maybe everyone will request a tax abatement. Mr. Worcester is upset because he thought the Town had more sense than to tolerate this behavior in this community.

Norman Cote, Dearborn Street, indicated there is housing for the elderly in this area and the Town is negligent for doing this. The older people walk those streets. In the fall it gets dark at 4:30 p.m.; people are going to start falling and the Town will be responsible. Whoever is at fault for removing the lights without having replacements should have their hand slapped. Mr. Cote is not happy at all about this. Gil Archambault, Savage Road, lives in a rural area in complete darkness. He said the voters voted to get the lights replaced to save the Town \$20,000. The Warrant Article does not state that the lights would not be replaced. When the residents voted, they voted to replace the lighting, not take some down forever. This is making a mockery of the Warrant Article. Emily Wells, Dearborn Street, actually voted for the upgrade of the lights, but not to take lights out. What is the Town doing? What if someone gets hurt? Why do the elderly get put on the back burner all the time? Chairman Herman asked if Town Administrator Chambers talked with Chief Douglas on the safety concerns. Town Administrator Chambers spoke to his Assistant. Selectman Pickett asked if any action is required or if guidance to PSNH is required in stopping the removal of further lights? The Town should notify any residents that will be affected prior to any light removal. Selectman Mannino is also concerned and he understands the residents are upset and noted that they have been heard. Selectman Mannino suggested that the police coverage be stepped up in that area of the neighborhood. Selectman O'Connell indicated that PSNH has been spoken to and has stopped PSNH from taking down any further lights. Town Administrator Chambers clarified that as of today, they were asked not to take down any more lights that are being replaced, but tomorrow she can tell them not to take down any lights at all until we can notify residents. Ken McGettigan, Dearborn Street, said the lights at intersections were also removed.

In closing, Chairman Herman said the action of the Board of Selectman is to follow up to get interim lighting and look into extra police patrol in that area. The Board of Selectman will make sure there is notification to residents for the lights to be taken down and schedule some type of public forum for discussion. The Board has to take time to address the Warrant Article. Vice Chairman Daniels suggested the Board needs to look at the Warrant Article; he did not understand anything in it about removing any lights for good, it was just to replace some lights. Vice Chairman Daniels thinks it needs to be rectified. Town Administrator Chambers took full responsibility for what happened. She was aware of the program and has been involved. Town Administrator Chambers was aware of the removals. Town Administrator Chambers apologized to the residents and to the Board and suggested everyone go forward from here and take steps to amend the situation. Norman Cote wants the four lights put back on Dearborn Street. Chairman Herman said the Board needs to figure out the exact process, to which Mr. Cote said he will be back at the next meeting. Chairman Herman asked that Town Administrator Chambers make phone calls about the lights as soon as possible and also get the police notified about extra patrols starting right now.

**-Budget Committee.** The Budget Advisory Committee has asked when the Board of Selectman will meet with Department Heads and requested that they be able to meet with them at the same time. The Board is trying to get the BAC involved by September 1. Chairman Therese Oriani-Muller also thought that that BAC might start contacting Department Heads in August to get familiar with their process. The plan is to get the figures finalized by Department Heads by the end of July, to Finance Director Rose Evans and then Town Administrator Chambers in August, then to the Board of Selectman and BAC by September 1. At the next meeting, the union proposals will be presented so they are ready to go in August. Chairman Herman asked if Town Administrator Chambers has generated a list of questions for the Board of Selectman. Town Administrator Chambers said she will have that ready for the meeting July 12. Chairman Herman asked that the list be sent to her as soon as possible, since she will be unable to attend the July 12 meeting, and she would like to review the questions and comment prior to July 12. Town Administrator Chambers said the final package will be presented to the Board July 26 and negotiations will begin in August. Chairman Herman asked for the list of questions by the end of this week so she can take it with her on vacation.

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### 8. INFORMATION ITEMS.

### 9. ANNOUNCEMENTS.

**-Next BOS Meeting.** The next regular meeting of the Board of Selectmen will be Monday, 12 July 2004, at 5:00 p.m.

There being no further business to come before this Meeting, the Board adjourned at 12:28 p.m.

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Chairman

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Vice Chairman